



ENGINEERS AND SURVEYORS INSTITUTE FAUQUIER COUNTY, VIRGINIA

MINIMUM SUBMISSION REQUIREMENTS PRELIMINARY PLAT

PLAN NAME _____
 SUBMITTING FIRM _____
 REVIEW DATE _____ ESI STAFF ENGINEER _____

Code Reference	Description	YES	NO	NA	#
	Name and address of all surrounding property owners listed by parcel identification number (PIN).				1
	Current letter from Zoning Office indicating subdivision potential, for property zoned RA or RC.				2
§ 9-5 (C)	Preliminary Soils Report as required.				3
§ 9-5 (A)	Drawn to scale not greater than 1" = 100' and the sheet size shall not exceed 24" x 36".				4
§ 9-5 (A)	Each sheet signed & sealed by professional engineer or land surveyor.				5
§ 9-5 (A)	Composite plan at a scale of not less than 1" = 300'.				6
§ 9-5 (A) (1)	Title block with proposed name of subdivision.				7
§ 9-5 (A) (2)	Name, address, and signature of the owner(s) of record, contract owner(s), the name of the owner and engineer or surveyor who prepared the plan.				8
§ 9-5 (A) (3)	Name, address, and telephone number of the engineer or surveying firm that prepared the plan.				9
§ 9-5 (A) (4)	Name of the holder(s) of any easements.				10
§ 9-5 (A) (5)	Magisterial district.				11
§ 9-5 (A) (6)	Date of Plan preparation.				12
§ 9-5 (A) (7)	Sheet numbers, sheet index, and match lines and scale.				13
§ 9-5 (A) (8)	The north point arrow.				14
§ 9-5 (A) (9)	Boundary survey at 1/10,000 accuracy. All corners shall be identified.				15
§ 9-5 (A) (10))	Vicinity map, with north arrow, scale, all adjoining roads, town/county boundaries and other landmarks within one mile radius.				16
§ 9-5 (A) (11)	Topographic map with a contour interval of not greater than five feet compiled by either accepted field or photogrammatic methods and tied to U.S.G.S.				17
§ 9-5 (A) (12)	The location, dimensions, width, and names of all existing or platted streets and alleys within or adjacent to the subdivision, easements, railroad right-of-way, and land lot lines, total acreage in each use, both proposed and existing, including utilities and water courses and their names. Also, show any existing buildings within the proposed subdivision, and label all buildings to be removed/maintained.				18

Comments:

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§ 9-5 (A) (13)	Location and number dimensions and area (square feet or acres) of proposed and existing lots and water bodies.				19
§ 9-5 (A) (14)	All parcels of land intended to be redirected or reserved for public use with approximate areas (square feet or acreage) shown.				20
§ 9-5 (A) (15)	Areas shown in the Comprehensive Plan as proposed sites for schools, parks, or other public uses which are located wholly or in part within the land being subdivided.				21
§ 9-5 (A) (16)	Preliminary plans indicating the provision/layout for all utilities including but not limited to, water supply, sewage disposal, BMP's and stormwater management facilities.				22
§ 9-5 (A) (17)	If subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts shall be placed on the plat.				23
§ 9-5 (A) (18)	Zoning classifications and proposed use for the parcel(s) being subdivided.				24
§ 9-5 (A) (19)	Total acreage of the parcel. Acreage by zoning classification				25
§ 9-5 (A) (20)	Floodplain note to read "The subject property is located on FEMA Flood Insurance Rate Map, number 510055, Panel _____, dated _____. The property is located in Zone _____. Floodplain boundaries shall be shown on the plat.				26
§ 9-5 (A) (22)	Parcel Identification Number(s) of the property proposed for subdivision.				27
§ 9-5 (A) (23)	Typical road sections and functional classification as required by VDOT.				28
§ 9-5 (A) (24)	Projected traffic volume.				29
§ 9-5 (A) (25)	Existing and proposed water usage and anticipated sewage flows in gallons per day where applicable.				30
§ 9-5 (A) (26)	Offsite drainage map from USGS quads at a scale of 1" = 2000' or less showing location of property and all drainage divides.				31
§ 9-5 (A) (27)	Existing and proposed sanitary sewer, storm sewers, waterlines and fire hydrants.				32
§ 9-5 (A) (28)	Location of any existing or proposed bridges. Location of any proposed water culverts, SWM and BMP facilities.				33
DSM 203.2.1	Stormwater Management/BMP Concept Plan Required				34
DSM 203.2.1.A	Existing Conditions Map				35
DSM 203.2.1.B	Engineering Analysis				36
DSM 203.2.1.C	Natural Resources Inventory				37
§ 9-5 (A) (29)	Proposed areas of common and non-common open space and acreage. Open space tabulations and plat shall quantify and show location of specific open space required by Zoning Ordinance Sections 2-309, 406, and 704 and any Special Exception or proffer conditions related to open space.				38
§ 9-5 (A) (30)	Note as to conditions and date of approval of rezoning or special exception and file number, if applicable. A copy of Special Exception conditions and plat, proffers, and/or Concept Development Plan shall be provided.				39
§ 9-5 (A) (32)	The engineer/surveyor certification that the plat meets all applicable state and local surveying/platting standards as				40

Comments:

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	required.				
Zoning Ordinance §2-306	All proposed lot lines, showing dimensions; the total number of lots; the proposed block and lot numbers; and the area of each lot. Any lot/parcel not included as a building lot needs to be clearly labeled with proposed use (i.e. common open space, stormwater management, etc.)				41
Zoning Ordinance §2-307	Building setback lines, shown as dashed lines, with dimensions to each property line along each street, frontage of each lot and the length of the setback line within each lot. The setbacks of Zoning Ordinance Sections 2-411, 2-412, 3-404, and 3-405.				42
Zoning Ordinance §3-401	Density calculations with required deductions per Zoning Ordinance Section 2-308.				43
§ 9-5 (A) (21)	A drawing of the appropriate tax map scale on a sheet not larger than 24" by 36", containing the following information from the tax records: a) Property lines b) Adjoining property lines c) Names and addresses of adjacent property owners				44
§ 9-13	Demonstrate compliance.				45
§ 4-27	List of all Subdivision Ordinance waivers requested and detailed justification statement.				46
§ 7-11 & § 5-8 of the Building Code	On a separate sheet provide a list of all existing and proposed street names shown on the plat.				47

Comments: